

Request For Proposals for Video Segments MA Commission on LGBTQ Youth

Background

The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender, Queer and Questioning (LGBTQ) Youth (Commission) is established by law as an independent agency of the Commonwealth to recommend and advocate to all branches of state government effective policies, programs and resources for LGBTQ youth to thrive.

The Commission has a mandate to investigate the use of resources from both the public and private sectors to enhance and improve the ability of state agencies to provide services that protect and support the health and safety of LGBTQ youth in the schools and communities of Massachusetts, with a focus on suicide and violence prevention and intervention policies regarding harassment and discrimination against LGBTQ youth. The Commission is also mandated to make recommendations to state government and its agencies about policies, programs and resources supporting LGBTQ youth.

The Safe Schools Program for LGBTQ Students (SSP) is a joint initiative of the Commission and the Massachusetts Department of Elementary and Secondary Education. The SSP provides training, technical assistance and student leadership development opportunities on sexual orientation, gender, anti-bullying and suicide and violence prevention related to LGBTQ students.

Scope of Services: Video Segments for the Safe Schools for LGBTQ Students

The Commission seeks a video producer or production company to develop professional quality video segments of students, parents and school personnel.

The voices of students, parents and school personnel are often the most effective way to develop empathy and to illustrate best practices in the technical assistance and trainings offered by the SSP. To increase SSP's capacity and web presence, the SSP is in the process of expanding its online resources. There is a need for web-based video resources that capture the experiences of students, parents and school personnel. Web based video resources could be an integral component of webinars that increase the accessibility to, and capacity for, training. In addition, video resources would be useful to the Program's training cadre.

Deliverables will include:

- a. By June 30, 2016, raw footage from 4 to 6 interviews, some interviews will have 2-3 people in them. All interviews will be shot using two cameras.
- b. By June 30, 2016, raw footage from all B-roll filmed for this project
- c. By June 30, 2016, four edited 3-5 minute films using interview and B-roll footage, and possibly stills provided by the subjects. Any music used must be cleared for in-person and online trainings.
- d. By June 30, 2016, 1-2 edited 3-5 minute films with interview material only
- e. All footage to be delivered on a hard drive.
- f. Planning calls, emails and in-person meetings both before filming and at the rough-cut stage.

Budget

The Commission will pay up to \$12,000 for a video producer or production company to produce professional quality video segments of students, parents and school personnel through June 30, 2016. Funds are to be used for the development of video segments.

The Safe Schools Program will secure the video subjects and permissions for the interviews. The SSP will also assist with scheduling the video shoots. When possible, multiple interviews will be scheduled on the same day to reduce the number of shooting days.

SSP staff will review all films at the rough-cut stage for feedback. The SSP maintains creative control and ownership of film.

Qualifications

Bidders must have experience producing high quality videos. Experience with LGBTQ youth and other diverse populations preferred.

Inquiries

Please send questions to alexandria.chiu@doe.mass.edu and specify SSP Video Segments in the subject line. No phone calls regarding this RFP will be accepted. Questions must be submitted by April 29th at 11:00AM/ EST and responses will be provided via email on or around May 3 by 11:00AM/ EST.

Proposals

Proposals will outline the timeline for the deliverables listed, a line item budget narrative and a short description of how the applicant plans to approach this project visually. Budget(s) should be provided by deliverables, with dates specified and all costs, including:

- (1) videographer/director
- (2) studio space
- (3) materials development
- (4) travel
- (5) editing
- (6) hard drive for delivery

Proposals should also include applicant's resume or CV and links to work completed by applicant, including short videos and interviews that may be from longer videos.

Proposals should be e-mailed to Alex Chiu alexandria.chiu@doe.mass.edu on or before 4PM on May 9th.

Thank you for your interest in this project.